

**ALEXANDRIA TOWNSHIP COMMITTEE**  
**2020 Re- Organization Meeting**  
**AGENDA**  
**January 2, 2020**

This meeting was advertised in the Hunterdon County Democrat & The Express Times and notice posted in the Alexandria Township Municipal Offices as required by the Open Public Meetings Act.

Called to order by Municipal Clerk/Township Administrator Michele Bobrowski at \_\_\_\_ PM.

**ROLL CALL:** Committeeman Plumer, Committeeman Pfefferle, Committeeman Kiernan, and Twp. Attorney Dragan

**FLAG SALUTE:**

- Municipal Clerk to administer the Oath of Office to Committeeman Plumer for a 3-year term
- Municipal Clerk calls for a nomination for Mayor
- Mayor makes the following appointments:
  - Deputy Mayor
  - Personnel Appointments for each Committee Member

**SELF- INSURANCE FUND COMMISSIONER**

Michele Bobrowski.....1 year term

**PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.)**

Michele Bobrowski .....1 year term

**BOARD OF HEALTH**

Consisting of 2 Committeeman; Mayor and the Tax Assessor and Physician

*Motion to approve appointments*

**DESIGNATE OFFICIAL NEWSPAPER**

Hunterdon County Democrat  
Star Ledger – Alternate Daily  
Courier News –Alternate Daily  
Express Times-Alternate Daily  
Trenton Times-Alternate Daily

### **SET DATE AND TIME FOR 2020 TOWNSHIP COMMITTEE MEETINGS**

Second Wednesday of each month at 7:35 PM

Fourth Wednesday of each month for a Workshop Meeting from 6:00 PM to 8:00 PM

### **BANKS FOR DEPOSITORIES**

Fulton Bank

Bank of America

TD Bank

PNC Bank

Riegel Federal Credit Union

Northfield Bank

Investors Bank

### **LOCATION FOR POSTING NOTICES**

Alexandria Township Municipal Office and Official Township website:

[www.alexandrianj.gov](http://www.alexandrianj.gov)

*Motion to approve above*

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### **ANNUAL RESOLUTIONS**

- Resolution 2020-001 Open Public Meetings Act \*

#### **RESOLUTION 2020-001 FOR ALEXANDRIA TOWNSHIP, COUNTY OF HUNTERDON, STATE OF NEW JERSEY RE: OPEN PUBLIC MEETINGS ACT**

**WHEREAS**, the Open Public Meetings Act (N.J.S. 10:4-6 et seq. hereinafter the "Act" provides for the giving of an annual notice by public bodies of a schedule of the succeeding year, including the location of each meeting to the extent it is known, and the time and date of each meeting; and

**WHEREAS**, the Act authorizes a public body to make certain other determinations and to take certain other actions in conformance therewith;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Alexandria, County of Hunterdon, State of New Jersey, as follows:

- 1.) Regular meetings of the Township Committee shall be held during the 2020 calendar year on the second Wednesday of each month immediately following the Alexandria Township Board of Health meeting at the Alexandria Township Municipal Offices, 242 Little York-Mt. Pleasant Road, Milford, New Jersey, unless rescheduled in conformity with the said Act, provided that any such meetings which fall on a New Jersey legal holiday shall be rescheduled to the next regular business day at the same time and place.

2.) Workshop meetings of the Township Committee shall be held during the 2020 calendar year on the fourth Wednesday of each month from 6:00 PM to 8:00 PM at the Alexandria Township Municipal Offices, 242 Little York-Mt. Pleasant Road, Milford, New Jersey. Meetings can be cancelled for lack of items to be discussed.

3.) The following newspapers are hereby designated as the newspapers to receive any and all notices required or permitted to be given under the Act including but not limited to the Annual Notice of regular meetings or any revision thereto, 48 hour notice of any special meeting and notice of any emergency meeting for which prior adequate notice was not provided:

a.) The **Hunterdon County Democrat** which is hereby determined to be the newspaper, which has the greatest likelihood of informing the public within this municipality of meetings of this public body.

4.) The following newspaper is hereby designated as an alternate newspaper to receive any of the notices described in paragraph 2 above in the event that either of the newspapers designated in paragraph 2 shall be unavailable to receive or publish such notices within the time requirements of the Act due to weekly publishing schedules;

a. The **Star Ledger** which is hereby determined to be the alternate newspaper which has the greatest likelihood of informing the public of this municipality of meetings of this public body and may be utilized when necessary to receive such notices in order to conform to the maximum extent possible with the time and notice requirements of the Act.

b. The **Express Times** which is hereby determined to be the alternate newspaper which has the greatest likelihood of informing the public of this municipality of meetings of this public body and may be utilized when necessary to receive such notices in order to conform to the maximum extent possible with the time and notice requirements of the Act.

c. The **Trenton Times** which is hereby determined to be the alternate newspaper which has the greatest likelihood of informing the public of this municipality of meetings of this public body and may be utilized when necessary to receive such notices in order to conform to the maximum extent possible with the time and notice requirements of the Act.

d. The **Courier News** which is hereby determined to be the alternate newspaper which has the greatest likelihood of informing the public of this municipality of meetings of this public body and may be utilized when necessary to receive such notices in order to conform to the maximum extent possible with the time and notice requirements of the Act.

5.) The following fees are hereby fixed to cover the costs of providing and mailing to a person requesting copies of any notice pursuant to Section 14 of the Act, which fees shall be prepaid by such persons:

a. To receive by mail any one copy of any annual notice of regular meetings or revision thereto described in Section 13 of the Act, or any one 48 hour advance written notice described in Subsection 3-d of the Act of any regular, special or rescheduled or emergency meeting of this body, **the sum of .05 cents per copy ( letter size) and .07 cents per copy**

**( legal size)**

b. To receive written advance notice of all of the meetings of this public body within the time prescribed by Subsection 3-d of the Act up to and including December 31, 2020, **the sum of .05 cents per copy ( letter size) and .07 cents per copy ( legal size)**

5. This public body shall keep reasonably comprehensible minutes of all of its meetings showing the time and place, the members present, the subjects considered, the actions taken, the vote of each member, and any other information required to be shown in the minutes by law, which shall be promptly available to the public to the extent that making such matters public shall not be inconsistent with Section 7 of the Open Public Meetings Act. (R.S. 10:4-12).

a. The fee to receive by mail or in person, any one copy of any official minutes of any regular or special open meeting or any revision thereto shall be **the sum of .05 cents per copy ( letter size) and .07 cents per copy ( legal size)**

b. The fee to receive by mail or in person one copy of all the official minutes of all of the regular and special meetings of this public body shall be **the sum of .05 cents per copy ( letter size) and .07 cents per copy ( legal size)**

6. Copies of the attached Annual Notice shall be provided as follows:

a. Posted and maintained throughout the calendar year on the public bulletin board, at the Township Municipal offices, located at 242 Little York-Mt. Pleasant Road, Milford, NJ 08848

b. Mailed or hand delivered to the newspapers designated in Paragraph 2 hereof.

c. Posted on the Township website: [www.alexandrianj.gov](http://www.alexandrianj.gov)

d. Filed with the Clerk of the Municipality.

e. Mailed or hand delivered to any person so requesting in accordance with Paragraph 4 hereof.

\_\_\_\_\_  
Mayor

Attest: January 2, 2020

\_\_\_\_\_  
Michele Bobrowski, CMC/RMC, Township Clerk

- Resolution 2020-002 Official Newspaper \*

**RESOLUTION 2020-002 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF  
HUNTERDON, STATE OF NEW JERSEY,  
DESIGNATING THE OFFICIAL NEWSPAPER FOR 2020**

**BE IT RESOLVED** that *The Hunterdon County Democrat*, a newspaper published and printed in the County of Hunterdon and circulating in the County of Hunterdon, is hereby designated as the official newspaper of the Township of Alexandria pursuant to N.J.S. 40:53-1, for publication of all official notices required by law during the calendar year 2020.

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Mayor

Attest: January 2, 2020

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Michele Bobrowski, CMC/RMC  
Township Clerk

- Resolution 2020-003 Notice of Meeting \*

**RESOLUTION 2020-003 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF  
HUNTERDON, STATE OF NEW JERSEY, ANNUAL NOTICE OF REGULAR  
MEETINGS FOR THE ALEXANDRIA TOWNSHIP COMMITTEE**

**PLEASE TAKE NOTICE** that the regular meetings of the Alexandria Township Committee shall be held during the 2020 calendar year on the second Wednesday of each month, immediately following the Alexandria Township Board of Health Meeting at 7:30 PM, at the Alexandria Municipal Offices, 242 Little York-Mt. Pleasant Road, Milford, NJ 08848, unless rescheduled in conformity with the Open Public Meetings Act.

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Mayor

Attest: January 2, 2020

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Michele Bobrowski, CMC/RMC  
Township Clerk

- Resolution 2020-004 Social Security Agent \*

**RESOLUTION 2020-004 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF  
HUNTERDON, STATE OF NEW JERSEY TO APPOINT A CERTIFIED SOCIAL SECURITY  
AGENT FOR 2020**

**WHEREAS**, it is required by the Statutes of New Jersey that an agent be appointed and certified for receiving moneys and preparing the necessary forms for Social Security and pensions for employees for the Township of Alexandria;

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Committee of the Township of Alexandria appoints: **Ulrich (Al) Steinberg, C.F.O.** as certified agent to prepare all necessary forms for Social Security and pension payments is hereby confirmed, and he shall be authorized to receive payments on behalf of the Township of Alexandria for both the State of New Jersey and the Federal Government during the calendar year 2020.

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Mayor

Attest: January 2, 2020

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Michele Bobrowski, CMC/RMC  
Township Clerk

- Resolution 2020-005 Assessment Search Agent \*

**RESOLUTION 2020-005 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF  
HUNTERDON, STATE OF NEW JERSEY TO DESIGNATE A CERTIFIED AGENT FOR TAX AND  
ASSESSMENT SEARCHES FOR 2020**

**WHEREAS**, N.J.S.A. 54:5-11 requires that the governing body of a Municipality designate by Resolution a bonded official of the Municipality to certify Tax and Assessment Searches for all other unpaid Municipal liens and;

**WHEREAS**, (State Law) further requires that a salary be paid to such person or persons for services rendered in connection with such searches;

**NOW, THEREFORE BE IT RESOLVED THAT**

1. Kris Boxwell, Township Tax Collector, be, and is hereby designated to certify Tax Searches for the Township of Alexandria during the year 2020.
2. Kris Boxwell, Township Tax Collector, be, and is hereby designated to certify Assessment Searches for all other unpaid liens for the Township of Alexandria during the year 2020.

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Mayor

Attest: January 2, 2020

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Michele Bobrowski, CMC/RMC  
Township Clerk

- Resolution 2020-006 Tax Collector's Refund Policy \*

**RESOLUTION 2020-006 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,  
STATE OF NEW JERSEY AUTHORIZING THE TAX COLLECTOR'S 2020 REFUND POLICY**

**WHEREAS**, N.J.S.A. 40A:5-17 allows for the cancellation of property tax refunds or delinquent amounts in the amounts of less than ten dollars (\$10.00); and

**WHEREAS**, the governing body may authorize a municipal employee chosen by said body to process, without further action on their part, any cancellation of property tax refunds or delinquencies of less than ten dollars (\$10.00)

**NOW, THEREFORE BE IT RESOLVED**, by the Mayor and Committee of the Township of Alexandria, County of Hunterdon, State of New Jersey, hereby authorize the Tax Collector to cancel said tax amounts as deemed necessary.

**BE IT FURTHER RESOLVED**, that a certified copy of this Resolution be forwarded to the Tax Collector, Township Finance Officer and Township Auditor.

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Mayor

Attest: January 2, 2020

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Michele Bobrowski, CMC/RMC  
Township Clerk

- Resolution 2020-007 Interest Rates on Delinquent Taxes \*

**RESOLUTION 2020-007 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,  
STATE OF NEW JERSEY FIXING INTEREST RATES  
ON DELINQUENT TAXES FOR CALENDAR YEAR 2020**

**BE IT RESOLVED** that pursuant to N.J.S.A. 54:4-67, the Township Committee of the Township of Alexandria, County of Hunterdon and State of New Jersey hereby fixes the rate of interest to be charged on delinquent taxes at the rate of eight (8%) per cent per annum on the first One Thousand, Five Hundred (\$1,500.00) Dollars of delinquency and eighteen (18%) per cent per annum on any amount in excess of One Thousand, Five Hundred (\$1,500.00) Dollars of delinquency.

**BE IT FURTHER RESOLVED**, that notwithstanding the above provision, no interest shall be charged if payment of any installment is made within ten (10) days after the date upon which the same became payable according to the laws in such cases made and provided. If such payment is not made within the ten (10) day grace period, the above rate of interest shall run and accrue from the original due date of such taxes.

**BE IT FURTHER RESOLVED**, that in addition to the interest provided above, on all delinquencies in excess of Ten Thousand (\$10,000.00) Dollars and which are not paid prior to the end of the fiscal year, the tax collector shall also collect a penalty of six (6%) per cent of the amount of the delinquency in excess of Ten Thousand (\$10,000.00) Dollars.

**BE IT FURTHER RESOLVED**, that the Municipal Clerk will provide a certified copy of this resolution to the Tax Collector.

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Mayor

Attest: January 2, 2020



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Michele Bobrowski, CMC/RMC  
Township Clerk

- Resolution 2020-008 Grace Period for Taxes \*

**RESOLUTION 2020-008 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF  
HUNTERDON, STATE OF NEW JERSEY TO ALLOW A GRACE PERIOD FOR PAYMENT OF  
PROPERTY TAXES FOR 2020**

**WHEREAS**, there exists in the Township of Alexandria, Hunterdon County, the practice by the Tax Collector of the Township allowing the taxpayers of the Township a ten-day “grace period” after the quarterly due date for payment of real property taxes; and

**WHEREAS**, this practice frequently results in payments without interest for the first ten days and/or questions and disputes regarding same; and,

**WHEREAS**, the annual audit of the Township finances has resulted in a recommendation that the Statutes relative to collection of delinquent taxes be strictly enforced;

**NOW, THEREFORE BE IT RESOLVED**, that the Township Tax Collector be, and is hereby directed;

1. To allow a ten-day grace period for the payment of real property taxes;
2. If payment shall be made within said period of time no interest shall be required to be paid;
3. If payment shall be made after said period of time, interest shall be paid on the amount of tax due from the first day of the month.

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Mayor

Attest: January 2, 2020

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Michele Bobrowski, CMC/RMC  
Township Clerk

- Resolution 2020-009 Filing of Appeals \*

**RESOLUTION 2020-009 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF  
HUNTERDON, STATE OF NEW JERSEY AUTHORIZING FILING OF  
STIPULATIONS AND CORRECTIVE APPEALS BY ASSESSOR  
DURING THE CALENDAR YEAR 2020**

**WHEREAS**, the Township Committee of the Township of Alexandria has been informed that from time to time errors are made in computing the tax assessments, and

**WHEREAS**, the Tax Assessor of the Township of Alexandria has requested the Township Committee to authorize her to file corrections of such errors with the Hunterdon County Board of Taxation, and

**WHEREAS**, the Tax Assessor of the Township of Alexandria is called upon to defend tax appeals filed with the Hunterdon County Board of Taxation and to agree to stipulations of appeals;

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Alexandria that the Tax Assessor of the Township of Alexandria be and is hereby authorized to file corrective appeals with the Hunterdon County Board of Taxation, to represent the Township of Alexandria before the Hunterdon County Board of Taxation in defense of appeals filed with said Board and to sign stipulations of appeals on behalf of the Township of Alexandria, which she feels are proper and in the best interest of the municipality.

Attest: January 2, 2020

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Mayor

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Michele Bobrowski, CMC/RMC  
Township Clerk

- Resolution 2020-010 Cash Management Plan \*

**RESOLUTION 2020-010 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,  
STATE OF NEW JERSEY STIPULATING THE CASH MANAGEMENT PLAN FOR THE YEAR  
2020**

**WHEREAS**, P.L. 1983, Chapter 8, Local Fiscal Affairs Law, N.J.S.A.; 40A:5-14, has been amended to require that each municipality designate a Cash Management Plan for the deposit of local unit's monies,

**BE IT RESOLVED** that the following Cash Management Plan be adopted by the Township of Alexandria hereinafter "Municipality",

**A. DESIGNATION OF OFFICIAL DEPOSITORIES**

1. The following financial institutions are designated official depositories; under the direction of the Chief Financial Officer.

- Fulton Bank of New Jersey
- Northfield Bank
- Bank of America
- PNC Bank
- TD Bank
- Riegel Federal Credit Union
- Investors Bank

2. Designated Official Depositories are required to submit to the Chief Financial Officer of this municipality a copy of the State of New Jersey, Department of Banking, Governmental Unit Deposit Protection Act, notification of eligibility which must be filed semiannually in the Department of Banking as of June 30<sup>th</sup> and December 31<sup>st</sup> of each year.

3. Designated official depositories are required to submit to the Chief Financial Officer a copy of institution's Annual Report" on an annual basis.

**B. DEPOSIT OF FUNDS**

All funds shall be deposited within forty-eight (48) hours of receipt in accordance with State Statute.

1. Operating funds shall be deposited into interest bearing accounts to maximize interest earnings.

2. Capital and debt service funds may be deposited into interest bearing accounts. Non-interest bearing accounts shall be regularly monitored for the availability of funds for investment.

3. Trust funds may be deposited into interest bearing accounts. Non-interest bearing accounts should be regularly monitored for availability of funds for investment except where either State or Federal laws prohibit the earning of interest on such funds.

4. Payroll and agency remittance funds shall be maintained in regular checking accounts, only insofar as they serve to compensate the bank for payroll data processing services.

### **C. DESIGNATION OF ALLOWABLE INVESTMENT INSTRUMENTS**

The Municipality may permit deposits and investments in such depositories as permitted in Section 4 of P.L. 1970, Chapter 236 (C. 17:9-44).

1. All designated depositories must conform to all applicable State Statutes concerning depositories of public funds.

2. All depositories shall obtain the highest amount possible FDIC and or FSLIC coverage of all Municipal Assets (Demand and Certificate of Deposit).

3. Collateral will be required for all deposits and investment of the Municipality, except for those in the State Cash Management Fund, collateral must have a market value of not less than 100 percent (100%) of all deposits and investments.

### **E. REPORTING PROCEDURES**

The Chief Financial Officer shall prepare for the Municipal Governing Body the following investment reports:

1. Monthly Reporting: A detailed listing of all investments purchased in the prior month, specifying the amount, interest percent per annum, number of days, period of investment and maturity date, interest amount at maturity and financial institutions with which investment is placed. This report shall be broken down by fund.

2. The Chief Financial Officer shall prepare a schedule of outstanding investments for the independent auditors as of December 31<sup>st</sup> of each year and at other such times required by the auditors.

## **F. MAXIMUM MATURITY POLICY**

Investments shall be limited to a maturity not to exceed one year on all operating funds unless a longer maturity is permitted within the provision of regulation promulgated by either the Federal or State governments.

## **G. INVESTMENT PROCEDURES**

1. Bids for Certificates of Deposit and Repurchase Agreements will be solicited of all designated depositories only if the amount is \$100,000.00 or greater.

2. Telephone bids will be solicited of designated depositories by the Chief Financial Officer or his designated staff member.

3. The depository shall specify the principal amount of the investment bid on, interest rate, and number of days used to calculate the interest to be paid on maturity.

4. Interest paid shall be from the date the bid was awarded to the day of maturity.

5. All bidders may request the results of the bid after the bid is formally awarded.

6. A check or wire transfer of funds will be made available to the winning bidder the same business day the bid is awarded.

7. Each quotation shall be documented to record the date and time of quote, the parties in the discussion, the instrument(s), maturity and rates. A bid form of the Municipality may be used.

8. The Chief Financial Officer is authorized to invest and reinvest funds of the various accounts of this municipality without formal resolution of this governing body for each investment or turnover of funds, provided that investments are made at the highest available rate of interest consistent with applicable laws and regulations.

## **H. CONTROLS**

When possible, the internal controls should provide for a separation of the investment placement functions and the accounting activity. Controls must be designated for telephone orders, wire transfers and securities safekeeping, only specifically designated personnel of the department of finance shall be allowed to conduct this part of the transactions and all activity should be subject to immediate written confirmation by the designated depository. The Chief Financial Officer shall review each day's activity.

## **I. BONDING**

The following official shall be covered by security bonds, said surety bonds to be examined by the independent auditor to insure their proper execution:

- Municipal Tax Collector

The Chief Financial Officer and Staff members of the Department of Finance not covered by separate surety bonds shall be covered by a public employees' faithful performance bond in the minimum amount of \$5,000.00

## **J. COMPLIANCE**

The Cash Management Plan of the Municipality shall be subject to the annual audit conducted pursuant to N.J.S. 40A:5-4.

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Mayor

Attest: January 2, 2020

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Michele Bobrowski, CMC/RMC  
Township Clerk

- Resolution 2020-011 Drug Free Work Place \*

### **RESOLUTION 2020-011 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY TO ADOPT A DRUG-FREE WORKPLACE POLICY FOR 2020**

The following policy is adopted in order to provide a drug-free workplace environment within the Township of Alexandria:

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on township grounds. Any violation of this policy will subject the employee to appropriate personnel action, up to and including termination.
2. The Township Clerk shall establish a drug-awareness program, including distribution to each employee of this policy statement.
3. The employee shall notify the Township Clerk in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five

calendar days after such conviction. The Township Clerk shall in turn immediately send notification to the Township Committee.

4. The Township Committee shall take one of the following actions, within 30 calendar days of receiving notice under paragraph 3, with respect to any employee who is so convicted;
  - Taking appropriate personnel action against such an employee, up to and including termination; or
  - Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.

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Mayor

**Attest:** January 2, 2020

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Michele Bobrowski, CMC/RMC  
Township Clerk

- Resolution 2020-012 Civil Rights Policy \*

**RESOLUTION 2020-012 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF  
HUNTERDON, STATE OF NEW JERSEY ESTABLISHING A CIVIL RIGHTS POLICY AND A  
POLICY AGAINST DISCRIMINATION WITH  
RESPECT TO HIRING AND EMPLOYMENT OF TOWNSHIP EMPLOYEES**

**WHEREAS**, the Township of Alexandria finds and declares that the practices of discrimination against the inhabitants of this municipality and of the State of New Jersey because of race, creed, color, national origin, ancestry, age, sex or marital status are a matter of concern to the government of this municipality, and that such discrimination threatens not only the rights and proper privileges of the inhabitants of this municipality and of the State of New Jersey, but menaces the institutions and foundations of a free democratic state; and

**WHEREAS**, all persons should have the opportunity to obtain employment without regard to race, creed, color, national origin, ancestry, age, sex or marital status, subject only to conditions and limitations applicable alike to all persons;

**NOW, THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Alexandria that:

1. Alexandria Township is an equal opportunity employer.
2. Alexandria Township shall not discriminate against any employee or applicant for employment because of race, creed, color, national origin, ancestry, age, sex, or marital status.
3. All employees of Alexandria Township shall be treated equally during employment without regard to their race, creed, color, national origin, ancestry, age, sex or marital status. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.
4. Alexandria Township, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of said Township, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, ancestry, age, sex or marital status.
5. All of the provisions of this resolution shall be construed to prohibit any unlawful discrimination against any person because of the physical handicap of such person or any unlawful employment practice against such person unless the nature and extent of the handicap reasonably precludes the performance of the particular employment.
6. The Township Clerk is herein designated as the official designated to oversee and insure compliance with the Civil Rights policy as herein established.

**ATTEST:** January 2, 2020

\_\_\_\_\_  
Michele Bobrowski, CMC/RMC  
Township Clerk

\_\_\_\_\_  
Mayor

***\*Consent Agenda***

*All items listed with an asterisk "\*" are considered to be routine by the Township Committee and will be enacted by one motion. There will be no separate discussion of these items unless a Committee member or citizen requests, in which event the item will be removed from the General Order of Business and considered in its normal sequence on the agenda.*



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**INSURANCE**

Resolution 2020-013 Appointment of Fund Commissioner

**RESOLUTION 2020-013 OF THE TOWNSHIP OF ALEXANDRIA,  
COUNTY OF HUNTERDON, STATE OF NEW JERSEY  
APPOINTING FUND COMMISSIONER FOR THE STATEWIDE  
INSURANCE FUND**

**WHEREAS**, Alexandria Township (hereinafter “Local Unit”) is a member of the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

**WHEREAS**, the Fund’s Bylaws require participating members to appoint a Fund Commissioner;

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of the that Michele Bobrowski is hereby appointed as the Fund Commissioner for the Local Unit for the year 2020; and

**BE IT FURTHER RESOLVED** that Jennifer Houck is hereby appointed as the Alternate Fund Commissioner for the Local Unit for the year 2020 and

**BE IT FURTHER RESOLVED** that the Local Unit’s Fund Commissioner is authorized and directed to execute all such documents as required by the Fund.

Alexandria Township

By: \_\_\_\_\_  
Mayor

ATTEST: January 2, 2020

\_\_\_\_\_  
Michele Bobrowski, CMC, Township Clerk

This Resolution agreed to the 2nd day of January, 2020 by a vote of:

\_\_\_\_ Affirmative    \_\_\_\_Abstain    \_\_\_\_Negative    \_\_\_\_Absent

Resolution 2020-014 Appointment of Risk Management Consultant

**RESOLUTION 2020-014 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF  
HUNTERDON, STATE OF NEW JERSEY APPOINTING RISK MANAGEMENT  
CONSULTANT**

**WHEREAS**, Alexandria Township (hereinafter “Local Unit”) has joined the Statewide Insurance Fund (hereinafter “Fund”), a joint insurance fund as defined in N.J.S.A. 40A:10-36 *et seq.*; and

**WHEREAS**, the Bylaws require participating members to appoint a Risk Management Consultant, as those positions are defined in the Bylaws, if requested to do so by the “Fund”; and

**WHEREAS**, the Local Unit has complied with relevant law with regard to the appointment of a Risk management Consultant; and

**WHEREAS**, the “Fund” has requested its members to appoint individuals or entities to that position; and

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of “Local Unit”, in the County of Hunterdon and State of New Jersey, as follows:

- 1.) The Alexandria Township Committee hereby appoints, Michael J. Tillisch of Groendyke Associates as its local Risk Management Consultant.
- 2.) The Mayor (*authorized representative of the public entity*) and Risk Management Consultant are hereby authorized to execute the Risk Management Consultant’s Agreement for the year 2020 in the form attached hereto.

Alexandria Township

**Attest:**

\_\_\_\_\_  
Michele Bobrowski, CMC, Township Clerk

\_\_\_\_\_  
Mayor

**Certification**

I, Michele Bobrowski, Clerk of the Township of Alexandria, County of Hunterdon, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by the governing body on January 2, 2020.

\_\_\_\_\_  
Clerk

Witness my hand and seal of the

\_\_\_\_\_ of \_\_\_\_\_

This day of \_\_\_\_\_, 20\_\_\_\_

*Motion to approve above Resolutions*

**PROFESSIONAL SERVICES**

- **The Township Committee makes the following appointments:**
  - Engineer** – Thomas Decker, PE, PP, CME
  - Auditor** – Suplee Clooney, and Company
  - Planner** – David Banisch, of Banisch & Associates
  - Bond Counsel** – John M Cantalupo of Archer Attorneys at Law
  - Municipal Attorney** – Sharon Dragan, Esq., Mason, Griffin & Pierson
  - Tax Appeal Attorney**– Martin Allen, Esq. DiFrancesco Bateman

**Resolution 2020-015 Professional Services for 2020**

**Resolution 2020-016 Appointing Township Planner**

**RESOLUTION 2020-016 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,  
STATE OF NEW JERSEY APPOINTING THE TOWNSHIP PLANNER FOR THE TOWNSHIP OF  
ALEXANDRIA**

**WHEREAS**, there exists a need to provide the Township of Alexandria with professional planning services (“professionals”) during the period from January 1, 2020 to December 31, 2020; and

**WHEREAS**, sufficient funds will be made available in the 2020 Municipal Budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq.; and

**WHEREAS**, “professional services” are those “rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training” (NJSA 40A:11-2), and the professional services required by the Township are “professional services” as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

1. Township Professional Planner: David Banisch, P.P. of Banisch Associates Inc., 111 Main Street, Flemington New Jersey 08822

**NOW THEREFORE, BE IT RESOLVED** by the Township of Alexandria as follows:

1. That the Township hereby appoints **David Banisch**, P. P., and Banisch Associates, Inc., licensed as a Planning Consultant PP/AICP in the State of New Jersey, as the Planning Consultant for the Township of Alexandria.
2. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
3. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
4. Each Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.
5. The following rates are for professional planning services rendered to the Municipality for 2020:

Hourly Rates

Senior Licensed Professional Planner	\$162.00
Principal Licensed Professional Planner	\$151.00
Associate Licensed Professional Planner	\$135.00
Research Associate	\$101.00

Hourly Rates for Mediation and Litigation Matters

Senior Licensed Professional Planner	\$191.00
Principal Licensed Professional Planner	\$175.00
Associate Licensed Professional Planner	\$157.00
Research Associate	\$116.00

## Reimbursable Costs

Printing and reproduction of maps and copies of reports (other than routine correspondence) by an outside vendor will be billed at cost.

In-house printing and reproduction of CD's, maps and copies of reports (other than routine correspondence) will be billed at charges indicated below.

		<u>Cost</u>		
Printing and copying:	<u>Paper Size</u>			
		<b>Color</b>	<b>Black &amp; white</b>	<b>Blueline</b>
	8 ½ x11, 8 ½ x 14	\$0.89	\$0.09	n/a
	11 x 17	\$1.79	\$0.17	n/a
Display exhibit (2'x3' mounted color):		\$63.00		
CD's:		\$10 each		

6. The Alexandria Township Chief Financial Officer shall certify that that the amount of, not to exceed \$15,000.00 set by the Township Committee that amount is available in an account numbered **01-201-21-180-020** as of January 2, 2020 and is sufficient to cover costs associated with this professional as per the Professional Planning Services Contract.
7. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

Attest: January 2, 2020

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Gabe Plumer, Mayor

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Michele Bobrowski, CMC/RMC  
Township Clerk

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1. Resolution 2020-016 the Alexandria Township Chief Financial Officer certifies that monies not to exceed \$15,000.00 will be made available to cover costs associated with this professional;
2. These funds are available to be released to the professional out of Account # 01-201-21-180-020.

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Ulrich Steinberg, CFO

Dated: \_\_\_\_\_

#### **Resolution 2020-017 Appointing Township Engineer**

#### **RESOLUTION 2020-017 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING THE TOWNSHIP ENGINEER FOR THE TOWNSHIP OF ALEXANDRIA**

**WHEREAS**, there exists a need to provide the Township of Alexandria with professional services ("professionals") during the period from January 1, 2020 to December 31, 2020; and

**WHEREAS**, sufficient funds will be made available in the 2020 Municipal Budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq.; and

**WHEREAS**, "professional services" are those "rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or

apprenticeship and training” (NJSA 40A:11-2), and the professional services required by the Township are “professional services” as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

2. Township Professional Engineer: Thomas Decker, P.E. (Senior Associate) of the Firm of Van Cleef Engineering Associates, LLC, Somerset County Office, 32 Brower Lane, Hillsborough, NJ 08844

**NOW THEREFORE, BE IT RESOLVED** by the Township of Alexandria as follows:

8. That the Township hereby appoints Thomas Decker, PE, licensed as a Professional Engineer in the State of New Jersey, as the Township Engineer for the Township Alexandria for the period January 1, 2020 through December 31, 2020.
9. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
10. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
11. Each Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.

12. Fees for 2020 are as follows:

Municipal Engineer	per hour \$135.00
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13. The Alexandria Township Chief Financial Officer shall certify that that the amount of, not to exceed \$15,000.00 set by the Township Committee that amount is available in an account numbered 01-201-21-165-020 as of January 2, 2020 and is sufficient to cover the cost of the contract awarded herein.
14. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

Attest: January 2, 2020

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Michele Bobrowski, CMC/RMC  
Township Clerk

I, Michele Bobrowski, certify the above to be a true copy of a Resolution adopted by the Township Committee of the Township of Alexandria at a meeting held on January 2, 2020.

\_\_\_\_\_  
Michele Bobrowski, CMC/RMC  
Township Clerk

- \_\_\_\_\_  
3. Resolution 2020-017 the Alexandria Township Chief Financial Officer certifies that monies not to exceed \$15,000.00 will be made available to cover costs associated with this professional;
4. These funds are available to be released to the professional out of Account # 01-201-21-165-020

\_\_\_\_\_  
Ulrich Steinberg, CFO

Dated: \_\_\_\_\_

**Resolution 2020-019 Appointing Township Attorney**

**RESOLUTION 2020-019 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,  
STATE OF NEW JERSEY APPOINTING THE TOWNSHIP ATTORNEY FOR THE TOWNSHIP  
OF ALEXANDRIA**



**WHEREAS**, there exists a need to provide the Township of Alexandria with professional services (“professionals”) during the period from January 1, 2020 to December 31, 2020; and

**WHEREAS**, sufficient funds will be made available in the 2020 Municipal Budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq.; and

**WHEREAS**, “professional services” are those “rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training” (NJSA 40A:11-2), and the professional services required by the Township are “professional services” as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

3. Township Attorney: Sharon A. Dragan, Esq., having her offices at Mason, Griffin & Pierson, 101 Poor Farm Road, Princeton, NJ 08540.

**NOW THEREFORE, BE IT RESOLVED** by the Township of Alexandria as follows:

15. That the Township hereby appoints ***Sharon A. Dragan, Esq.*** as Municipal Attorney to provide legal advice and services in connection with general representation of the Township, and Sharon A. Dragan, Esq. agrees to provide all of the professional services which may be requested and/or required in that capacity.
16. The Township shall pay the Attorney hourly rate of \$155.00 per hour which includes attendance at Township Committee meetings and non-litigation matters, not to exceed 30 hours per month. Attorney will advise the Township if it appears the hours spent will exceed 30 hours in a particular month so that the Township can decide if work should proceed, and in that case, Attorney shall be compensated at the aforesaid hourly rate. The Township shall also reimburse the Attorney for the out-of-pocket expenses such as: filing fees, overnight delivery, postage and telephone expenses at the actual cost, but not travel time.
17. In the event that the Attorney is requested to assist in litigation matters than the Township shall be billed at an hourly rate of \$175.00 per hour.
18. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.

19. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
20. The Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.
21. The Alexandria Township Chief Financial Officer shall certify that that the amount of, not to exceed \$56,000.00 set by the Township Committee that amount is available in an account numbered **01-201-20-155-020** as of January 2, 2020, and is sufficient to cover the cost of the contract awarded herein.
22. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

Attest: January 2, 2020

\_\_\_\_\_  
Gabe Plumer, Mayor

\_\_\_\_\_  
Michele Bobrowski, CMC/RMC  
Township Clerk

I, Michele Bobrowski, certify the above to be a true copy of a Resolution adopted by the Township Committee of the Township of Alexandria at a meeting held on January 2, 2020.

\_\_\_\_\_  
Michele Bobrowski, CMC/RMC  
Township Clerk

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5. Resolution 2020-020 the Alexandria Township Chief Financial Officer certifies that monies not to exceed \$56,000.00 will be made available to cover costs associated with this professional;

6. These funds are available to be released to the professional out of Account # 01-201-20-155-020.

\_\_\_\_\_  
Ulrich Steinberg, CFO

Dated: \_\_\_\_\_

### **Resolution 2020-020 Appointing Township Tax Attorney**

#### **RESOLUTION 2019-020 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING A TOWNSHIP TAX ATTORNEY FOR THE TOWNSHIP OF ALEXANDRIA**

**WHEREAS**, there exists a need to provide the Township of Alexandria with professional services (“professionals”) during the period from January 1, 2020 to December 31, 2020; and

**WHEREAS**, sufficient funds will be made available in the 2020 Municipal Budget of the Township of Alexandria as required by N.J.A.C. 5:30-4, et. seq.; and

**WHEREAS**, “professional services” are those “rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training” (NJSA 40A:11-2), and the professional services required by the Township are “professional services” as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

- 1.) Tax Attorney: Martin Allen, Esq., 15 Mountain Boulevard, Warren, New Jersey 07059.

**NOW THEREFORE, BE IT RESOLVED** by the Township of Alexandria as follows:

23. That the Township hereby appoints ***Martin Allen, Esq.*** as Municipal Tax Attorney to provide legal advice and services in connection with representation of the Township, and Martin Allen, Esq. agrees to provide all of the professional services which may be requested and/or required in that capacity.

24. The Township will pay \$175.00 per hour to Martin Allen, Esq. for his services.

25. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
26. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
27. The Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.
28. The Alexandria Township Chief Financial Officer shall certify that that the amount of, not to exceed \$ 5,000.00 set by the Township Committee that amount is available in an account numbered **01-201-20-155-020** as of January 2, 2020 and is sufficient to cover the cost of the contract awarded herein.
29. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

Attest: January 2, 2020

\_\_\_\_\_  
Gabe Plumer, Mayor

\_\_\_\_\_  
Michele Bobrowski, CMC/RMC  
Township Clerk

I, Michele Bobrowski, certify the above to be a true copy of a Resolution adopted by the Township Committee of the Township of Alexandria at a meeting held on January , 2020.

\_\_\_\_\_  
Michele Bobrowski, CMC/RMC  
Township Clerk

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7. Resolution 2020-021 the Alexandria Township Chief Financial Officer certifies that monies not to exceed \$5,000.00 will be made available to cover costs associated with this professional;
8. These funds are available to be released to the professional out of Account # 01-201-20-155-120.

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Ulrich Steinberg, CFO

Dated: \_\_\_\_\_

#### **Resolution 2020-021 Appointing Township Auditor**

#### **RESOLUTION 2020-021 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING THE TOWNSHIP AUDITOR FOR THE TOWNSHIP OF ALEXANDRIA TO AUDIT THE YEAR 2019**

**WHEREAS**, there exists a need to provide the Township of Alexandria with professional services (“professionals”) during the period from January 1, 2020 to December 31, 2020; and

**WHEREAS**, sufficient funds will be made available in the 2020 Municipal Budget of the Township of Alexandria as required by N.J.A.,C 5:30-4, et. seq.; and

**WHEREAS**, “professional services” are those “rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training” (NJSA 40A:11-2), and the professional services required by the Township are “professional services” as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

4. Township Auditor, Robert Swisher of Suplee, Clooney & Company, 308 E. Broad Street, Westfield, New Jersey 07090-2122

**NOW THEREFORE, BE IT RESOLVED** by the Township of Alexandria as follows:

30. That the Township hereby appoints Robert Swisher, licensed as a Certified Public Accountant in the State of New Jersey, as the Township Auditor for the Township of Alexandria for the period January 1, 2020 through December 31, 2020. Mr. Swisher will be responsible for the 2019 Annual Debt Statement, Completion of 2019 Audit, and the 2019 Annual Financial Statement
31. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
32. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
33. Each Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.

34. Fees for 2020 are as follows:

Staff:	Hourly Rates:
Partner	\$150.00-\$175.00
Manager	\$115.00
Senior Staff	\$ 90.00-105.00
Staff Accountant	\$75.00-\$85.00

35. The Alexandria Township Chief Financial Officer shall certify that that the amount of, not to exceed \$25,000.00 set by the Township Committee that amount is available in an account numbered **01-201-20-131-020** as of January 2, 2020 and is sufficient to cover the cost of the contract awarded herein.
36. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

Attest: January 2, 2020

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Gabe Plumer, Mayor

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Michele Bobrowski, CMC/RMC,  
Township Clerk

I, Michele Bobrowski, certify the above to be a true copy of a Resolution adopted by the Township Committee of the Township of Alexandria at a meeting held on January 2, 2020.

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Michele Bobrowski, CMC/RMC  
Township Clerk

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9. Resolution 2020-021 the Alexandria Township Chief Financial Officer certifies that monies not to exceed \$25,000.00 will be made available to cover costs associated with this professional;
10. These funds are available to be released to the professional out of Account # 01-201-20-131-020.

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Ulrich Steinberg, CFO  
Dated: \_\_\_\_\_

#### **Resolution 2020-025 Appointing Bond Counsel**

#### **RESOLUTION 2020-025 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING TOWNSHIP BOND COUNSEL FOR THE TOWNSHIP OF ALEXANDRIA**

**WHEREAS**, there exists a need to provide the Township of Alexandria with professional services ("professionals") during the period from January 1, 2020 to December 31, 2020; and

**WHEREAS**, sufficient funds will be made available in the 2020 Municipal Budget of the Township of Alexandria as required by N.J.A.C. 5:30-4 et. seq.; and

**WHEREAS**, "professional services" are those "rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training" (NJSA 40A:11-2), and the professional services required by

the Township are “professional services” as heretofore defined, and are excepted from the public bidding requirement pursuant to NJSA 40A: 11-5; and

- 1.) Jon M. Cantalupo. of Archer & Greiner P.C., Riverview Plaza, 10 Highway 35, Red Bank, NJ 07701-5902.

**NOW THEREFORE, BE IT RESOLVED** by the Township of Alexandria as follows:

1. That the Township hereby appoints ***Jon M. Cantalupo*** as Municipal Bond Counsel to provide legal advice and services in connection with representation of the Township, and Jon M. Cantalupo agrees to provide all of the professional services which may be requested and/or required in that capacity.
2. The Township will pay for services rendered or in connection with each bond sale, a fee of \$2,500.00 plus \$0.95 per thousand dollars of bonds issued. Time relating to the review of the Official Statement will be billed \$75.00-\$150.00 an hour depending on the paralegal and attorney involved. For services rendered in connection with the preparation of each bond ordinance, a fee of \$350.00 for each single process ordinance and \$450.00 for each multipurpose ordinance. The fee for any temporary financing involving a private placement and not involving numerous notes, preparation of an Official Statement, complicated arbitrage analysis, investment yield restrictions or attendance at the closing shall be \$1,000.00 for Bond Counsel’s approving legal opinion in connection with such financing and \$0.50 per thousand dollars of bond or tax anticipation notes or emergency notes issued.
3. That this contract is awarded as a Professional Services contract under the provisions of the Local Public Contracts Law.
4. The Professional shall supply the Township with Federal Affirmative Action Plan Approval or a State Certificate of Employee Information Report within the time period required by NJAC 17:17. The contract shall contain the Mandatory Affirmative Action Language for Professional Service Contracts as required by NJAC 17:27.
5. The Professional shall comply with the requirements of NJSA 19:44A-20.5 and shall provide a written certification that the Professional has not made a contribution that would bar the award of the contract pursuant to NJSA 19:44A-20.8.
6. The Alexandria Township Chief Financial Officer shall certify that that the amount of, not to exceed \$5,000.00 set by the Township Committee that



amount is available in an account numbered **01-201-20-130-020** as of January 2, 2020 and is sufficient to cover the cost of the contract awarded herein.

7. A copy of this Resolution shall be published in the official newspaper as required by law within ten (10) days of its passage.

Attest: January 2, 2020

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Gabe Plumer, Mayor

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Michele Bobrowski, RMC, Township Clerk

I, Michele Bobrowski, certify the above to be a true copy of a Resolution adopted by the Township Committee of the Township of Alexandria at a meeting held on January 2, 2020.

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Michele Bobrowski, RMC, Township Clerk

**ADDITIONAL APPOINTMENTS BY THE TOWNSHIP COMMITTEE**

**Resolution 2020-026 Township Administrator**

**R E S O L U T I O N 2020-026 FOR THE TOWNSHIP OF ALEXANDRIA,  
COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING  
MICHELE BOBROWSKI AS TOWNSHIP ADMINISTRATOR**

**WHEREAS**, the Township of Alexandria has a need for a Township Administrator; and  
**WHEREAS**, the Township of Alexandria wishes to appoint Michele Bobrowski as Township Administrator, subject to the terms of this Resolution; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Governing Body of the Township of Alexandria, Hunterdon County, New Jersey is hereby authorized to appoint Michele Bobrowski as Township Administrator and a salary to be paid per the 2020 Salary Resolution.

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Mayor

ATTEST: January 2, 2020

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Michele Bobrowski, CMC/RMC  
Municipal Clerk

**CERTIFICATION**

I, Michele Bobrowski, Municipal Clerk of the Township of Alexandria, County of Hunterdon, do hereby certify the foregoing to be a true and correct copy of a resolution adopted by the Governing Body at a meeting held on January 2, 2020.

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Michele Bobrowski,CMC/RMC Municipal Clerk

**Resolution 2020-027 Zoning Officer**

***RESOLUTION 2020-027 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,  
STATE OF NEW JERSEY TO APPOINT A  
ZONING OFFICIAL***

**WHEREAS**, the Township of Alexandria is in need of a Zoning Official, and;

**WHEREAS**, Mr. Michael Mullin is qualified for this position;

**NOW, THEREFORE, BE IT RESOLVED**, effective this date the Township Committee of the Township of Alexandria, County of Hunterdon, State of New Jersey, does hereby appoint **Mr. Michael Mullin** to the position of **Zoning Official** for the Township of Alexandria Salary to be paid according to the 2020 budget. This appointment shall take effect immediately. The Zoning Official appointment is a yearly appointment.

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Mayor

Attest: January 2, 2020

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Michele Bobrowski, CMC/RMC  
Township Clerk

**Resolution 2020-028 Township Prosecutor**

**RESOLUTION 2020-028 OF THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON,  
STATE OF NEW JERSEY  
APPOINTING A MUNICIPAL PROSECUTOR**

**WHEREAS**, the Township of Alexandria has previously established its Municipal Court as a Joint Municipal Court with Holland Township and Frenchtown Boro; and

**WHEREAS**, the terms of the Agreement have been mutually agreed upon by the Municipalities and received the approval of the Vicinage 13 Assignment Judge; and

**WHEREAS**, the Municipal Court requires the services of a Municipal Prosecutor for the calendar year 2020;

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Township of Alexandria, Hunterdon County, New Jersey that the following person is hereby appointed to their respective position on a month to month basis for the Delaware Valley Joint Municipal Court as a shared Court for calendar year 2020:

Municipal Prosecutor – Erik Peterson, Esq.

**BE IT FURTHER RESOLVED** that the Court personnel shall be compensated for their respective positions in accordance with the 2020 Salary Resolution & 2020 Salary Ordinance between the Township of Alexandria and the Delaware Valley Joint Municipal Court.

Adopted: January 2, 2020

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Michele Bobrowski CMC/RMC  
Administrator/Clerk

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Mayor

**Resolution 2020-029 Municipal Public Defender**

**R E S O L U T I O N 2020-029 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF  
HUNTERDON, STATE OF NEW JERSEY FOR THE APPOINTMENT OF PUBLIC DEFENDER**

**WHEREAS**, there exists a need for a Public Defender in the Township of Alexandria for the Delaware Valley Joint Municipal Court; and,

**WHEREAS**, pursuant to the provisions of N.J.S.A. 19:44A-20.5, the Township Committee has determined to award said contract as a fair and open contract; and,

**WHEREAS**, funds are or will be available for this purpose; and,

**WHEREAS**, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires the governing body of a contracting unit to publish a notice in a newspaper authorized by law to publish its legal advertisements, setting forth the nature, duration, service and amount of the contract where such contract is awarded for "professional services" without competitive bidding.

**NOW THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Alexandria, County of Hunterdon, State of New Jersey, as follows:

1. That Scott M. Wilhelm is hereby retained as Public Defender for the Township of Alexandria for the year 2020.

2. The Mayor and Township Clerk of the Township of Alexandria are hereby authorized to enter into the contract with Scott Wilhelm of Winegar, Wilhelm, Glynn & Roemersma, 305 Roseberry Street, Phillipsburg, NJ 08865 for the legal services above specified, for a one (1) year term commencing January 1, 2020, and to be paid in accordance with the 2020 Budget.

3. The contract is awarded as a "professional service" under the provision of the Local Public Contracts Law because the specialized training, education, experience and specialized knowledge needed for this position and pursuant to a "fair and open" process as provided in N.J.S.A. 19:44A-20.4 et seq.

4. A notice of the award of this contract shall forthwith be printed once in The Hunterdon County Democrat, the official newspaper of the Township of Alexandria, authorized by law to publish the legal advertisements of the Township Committee of the Township of Alexandria, setting forth the nature, duration, service and amount of the contract, and further stating that this resolution and the annexed contract are on file and available for public inspection in the Office of the Clerk of the Township of Alexandria.

ATTEST: January 2, 2020

TOWNSHIP OF ALEXANDRIA

\_\_\_\_\_  
Michele Bobrowski, Twp. Clerk

\_\_\_\_\_  
Mayor

**CERTIFICATION**

I, Michele Bobrowski, Clerk of the Township of Alexandria, do hereby certify that the foregoing Resolution was presented and duly adopted by the Township Committee at a meeting of the Alexandria Township Committee held on January 2, 2020.

\_\_\_\_\_  
Michele Bobrowski, Township Clerk

**Resolution 2020-030 Appointing Jennifer Houck as Municipal Housing Liaison**

**RESOLUTION 2020-030 FOR THE TOWNSHIP OF ALEXANDRIA, COUNTY OF HUNTERDON, STATE OF NEW JERSEY APPOINTING A MUNICIPAL HOUSING LIASION**

**WHEREAS**, the Township of Alexandria requires the services of a Municipal Housing Liaison as per Chapter 53. Affordable Housing, Article V Section 53-24, and

**WHEREAS**, there are sufficient funds available in the COAH account to pay for this employee, and

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee, Township of Alexandria in the County of Hunterdon, State of New Jersey that Jennifer Houck be appointed as the Municipal Housing Liasion at a rate of \$1,250.00 year and will be eligible for reappointment for a 1 year term at the Re-organizational meeting of the Township Committee each succeeding year.

*I Michele Bobrowski, Municipal Clerk, hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Township Committee of the Township of Alexandria at a regular and duly convened meeting held on November 13, 2020.*

*In witness thereof, I have set my hand and affixed the seal of the Township of Alexandria this 13<sup>th</sup> day of November 2020.*

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*Michele Bobrowski, CMC/ RMC  
Municipal Clerk, Alexandria Township*

**ADDITIONAL APPOINTMENTS BY THE TOWNSHIP COMMITTEE**

PLEASE NOTE:

An Electronic Copy of the Employee Manual will be sent to all appointees. Within 60 days appointees must sign the receipt page and return to Clerk as well as attend a Sexual Harassment/Ethics Seminar sponsored by Statewide Insurance Company at a date to be determined. The Municipal Clerk will notify all employees and appointees of seminar date.

**Open Space Advisory Committee-1 Year Appointment**

Floyd Evans  
Gabe Sipos  
Thomas Hlasney  
Evan Madlinger  
Keith Kiskel

**Perc Test Witness-1 Year Appointment**

Sonya Sellers  
Harry Fuerstenberger

**Representative to Joint Municipal Court-1 Year Appointment**

Jim Kiernan  
Chris Pfefferle-Alternate

**Environmental Commission-3 Year Appointment**

Adrienne Crombie  
Maureen Santoro

**Land Use-1 Year Appointment**

Gabe Plumer-Mayor  
R. Christian Pfefferle-Township Committee  
Jim Kiernan-Mayor's Designee  
Michael Giannone-Class 2

**Land Use-2 Year Appointment**

Dick Kimsey-Alternate # 2

Frank Hahola-Alternate # 4

**Park & Recreation-5 Year Appointment**

Andrew Niebuhr

Mark Yaros

*Motion to approve above appointments*

**2020 Temporary Budget**

**Resolution 2020-031-Temporary Budget**

*Motion to approve Temporary Budget for 2020*

**ANNOUNCEMENTS**

The Alexandria **Board of Health** will *re-organize* at 7:00 PM, Thursday, January 2, 2020 at the Alexandria Municipal Offices, 242 Little York-Mt. Pleasant Road, Milford, NJ 08848. The regular monthly meeting will begin at 7:35 PM on January 8, 2020.

The Alexandria **Agriculture/Open Space Committee** will *re-organize* at 7:00 PM, Wednesday, January 8, 2020 at the Alexandria Municipal Offices, 242 Little York-Mt. Pleasant Road, Milford, NJ 08848. Their regular monthly meeting will immediately after.

The Alexandria **Land Use** will *re-organize* at 7:30 PM, Thursday, January 16, 2020 at the Alexandria Municipal Offices, 242 Little York-Mt. Pleasant Road, Milford, NJ 08848. Their regular monthly meeting will follow immediately after.

The Alexandria **Environmental Commission** will *re-organize* at 7:30 PM, Tuesday, January 23, 2020 at the Alexandria Municipal Offices, 242 Little York-Mt. Pleasant Road, Milford, New Jersey 08848. Their regular monthly meeting will follow immediately thereafter.

The Alexandria **Park and Recreation Commission** will *re-organize* at 7:30 PM, Tuesday, January 14, 2020 at the Alexandria Municipal Offices, 242 Little York Mt. Pleasant Road, Milford, New Jersey. Their regular monthly meeting will follow immediately thereafter.

**COMMENTS FROM THE FLOOR:** *Limited due to time constraints*

**MOTION TO ADJOURN**

Meeting Adjourned at \_\_\_\_\_PM.